

## Design Exception or Variance Request

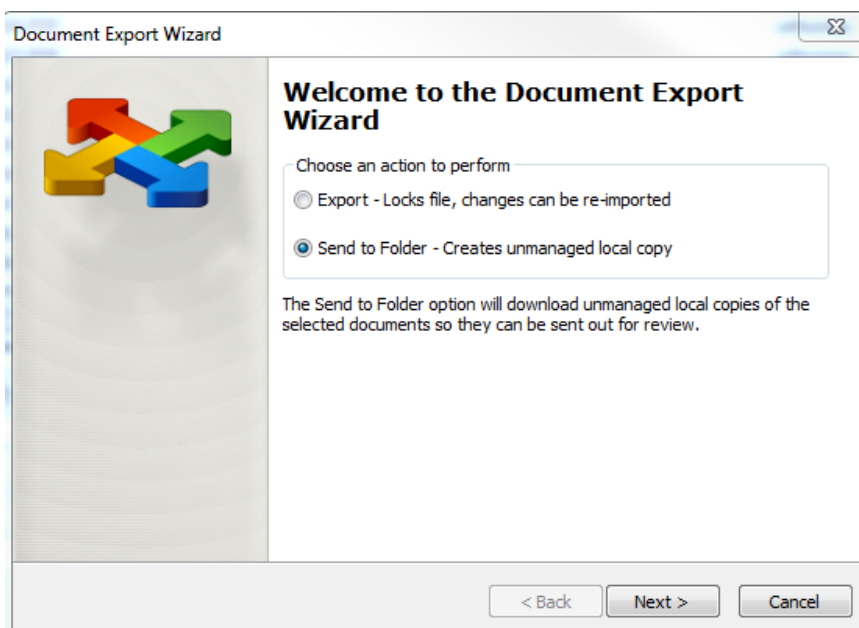
### **NOTE:**

**PM** = Project Manager

**DPL** = Design Phase Leader

The documentation below reflects **PM/DPL**. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

1. The Engineer/Designer of Record prepares and submits Design Exceptions and/or Design Variances (DE/DV) to the GDOT Project Manager (PM). Consultant designers' requests are submitted on their engineering firm's letterhead. Files are created in the project's **Roadway Design\Roadway\Design Exceptions & Variances** folder by the **PM/DPL**. The original files will remain in this folder as a record of what was submitted by the Engineer/Designer of Record. (ProjectWise versioning can be used to maintain record copies of the DE/DV during the progression through the approval processes.)
2. The PM will export an **"unmanaged"** copy of the DE/DV and submit for review. A separate, brief cover letter from the GDOT Project Manager Office Head to the State Design Policy Engineer should accompany the DE/DV request letter. An email link to the request letter is sent to [DesignException@dot.ga.gov](mailto:DesignException@dot.ga.gov).
  - a. Right-click on document(s)
  - b. Select **Export=>Send to Folder - unmanaged**
  - c. Click **Next**
  - d. Browse to destination folder
  - e. Click **Next=> Finish**



3. The Office of Design Policy and Support will receive, review and submit the (hard copy) DE/DV request to the Director of Engineering, Chief Engineer and, if applicable to FHWA for approval or disapproval.
4. After approval or disapproval, the Office of Design Policy and Support, will scan the signature pages, comments, and changes and place the DE/DV in the project's **Roadway Design\Roadway\Design Exceptions & Variances** folder as a new version.
5. The Office of Design Policy and Support will set **Final Status** and send an email notification to the PM with the "Approved or Denied" DE/DV location.
6. The PM will verify the completed document in the **Roadway Design\Roadway\Design Exceptions & Variances** folder.
7. The Office of Design Policy and Support will verify the record status of the DE/DV is entered into the Department's Project Management System (TPRO).